

A0 to A6: Trimmed paper sizes in the ISO international paper size range.

Acrobat Distiller: Software used to generate PDF files that can be viewed by Acrobat Reader without any additional software.

Ampersand: Type character: &.

Art: A paper coated with china clay and size to leave a very smooth surface. Finish can be matt or gloss.

B0 to B6: Trimmed paper sizes in the ISO international paper size range (larger than A sizes).

Bank: Lightweight papers (under 60 gsm).

Bitmap: A scanned image that is made up of a series of pixels.

Black: One of the 4 process colours.

Bleed: Printed area outside of the final trim marks. Bleed printing achieves a clean edge where colour is run to the full height or width of the page.

Bond: Heavier papers often used for letterheads.

BRE: Business Reply Envelope.

Bromide: Photographic paper used in reproduction on which an opaque image is created (as opposed to film).

Bulk: Degree of thickness of paper.

Burst Binding: Form of perfect binding that allows the book to be opened flat.

Choke: Small increase to inside edge, usually applied to lighter colour enclosing a darker colour, to force an overlap. A form of trapping.

CMYK: Short term for colour process referring to Cyan, Magenta, Yellow and Key (Black). CMY are the subtractive colours (100% values of each equate to black). See RGB.

Concertina: Alternating folds in a single sheet.

Cromalin (Analogue): An off-press proof (made direct from the film separations).

CTP (Computer-to-Plate): High resolution device that outputs files direct to plate without the need for film.

Cutout: Area/shape removed from within trim area. Image without a background.

Cutter: Used to cut pre-determined shapes in paper.

Cyan: One of the 4 process colours ("Blue").

Die-Cut: Process using sharpened metal strips set in a base form to cut shapes out of a sheet of paper.

Digital Contract Proof: High quality inkjet proof produced by the printer.

Dot Gain: Enlargement of half-tone dot during printing, which needs to be allowed for in reproduction.

DPI: Dots Per Inch. Measure of resolution, (i.e. how many separate dots a printing device can produce per linear inch.)

Duotone: Two colour halftone produced from a single colour original to produce a subtly coloured image.

Emboss: Raised lettering or impression rising above the flat paper/material.

EPS: File format used for images and graphics - short for Encapsulated Postscript File.

Film: Copy supplied as separation film for plate-making.

Fit: Refers to exact register of each colour used on film, proof or plate.

Foil Blocking: Process by which a metallic foil image can be transferred on to paper.

Full Colour: Four colour process print using Cyan, Magenta, Yellow and Black (CMYK).

Gatefold: Page in magazine which folds out.

Gloss Art: Shiny art paper (as opposed to matt art).

GSM: Short for grams per square metre, measuring the weight of paper.

Gutter: The inner, binding margin of a book, or space between printed areas.

Halftone: Illustration created by dots of varying size, resulting in the appearance of continuous tone.

Imagesetter: High resolution output device used for producing bromide, final film or even plates containing graphics, text and scanned images.

Justify: Spacing words to predetermined width.

JPEG: Technique used to compress files to allow easier transfer of data. This causes a degradation of the image.

Kerning: Spacing letters so that they are either close together or further apart.

Key: Commonly referred to as 'Black' (in inks).

Laid: A form of paper with a textured surface, as opposed to wove which is smooth.

Laminate: Adding a transparent plastic film to the surface of the printed matter to enhance its appearance and increase its durability. Can be either Matt or Gloss.

Laser: Fine beam of light used in printing, imagesetting and scanning.

Leading: Spacing between lines of text, depth of which is measured in points.

Litho: Lithography. A method of printing whereby the ink is transferred from a chemically treated flat plate to paper.

LPI: Lines Per Inch (see DPI). Measurement of definition of halftone screen to be applied.

Magenta: One of the 4 process colours ('Red').

Matt Art: Dull finished paper (as opposed to gloss art).

Micron: 1/millionth of a meter, 1/thousandth of a millimeter.

Moiré: Undesired pattern on scanned image resulting from incorrect use of screen.

Monochrome: Single colour.

NCR: No Carbon Required. Paper impregnated with dye which transfers image to sheet below.

Negative: Film with image in reverse.

Origination: All the processes involved in the reproduction (Repro) of all copy/material up to platemaking.

Orphan: Single word on a line at the end of a paragraph.

Pantone matching system (PMS): Colour matching system specifying ink mixes to achieve consistent colour.

PDF: A portable document format file that is device-independent. This allows pages to be read by Acrobat Reader even if you do not have the fonts or software used to create the original document.

Perfecting Binding: Form of glued binding giving a spine to the document.

Perforate (Perf): Make series of holes in order to ensure straight-line-tear.

Plate: Printing plate carrying inked plate.

Positive: Film with image resembling original.

Postscript: A device-independent page description language.

Press: Printing machine.

Process colour: Four standard colours used in full colour print (Cyan, Magenta, Yellow and Black).

Progressives: Proofs taken from each plate to demonstrate build up of colour in a print run.

Proof: Printed sheet checking type and colours.

Ream: 500 sheets of paper.

Register: Exact position of overlaid film separations or printed colours to achieve sharp image.

Repro: Short for Reproduction. The prepress stages of production (scanning, films, plates, retouching, etc.)

Resolution: Definition of image by number of dots. More dots per inch mean higher resolution.

RGB: Red, Green, Blue: These are additive colours. (100% of each produce white). See CMYK

River: White line/area appearing in consecutive lines of set type as result of letter-space alignment or gaps in text.

Saddle-stitch: A form of binding a publication by stapling the spine.

Sans-serif: No cross-line finishes to letter strokes.

Scan: Reducing colour image to individual composite colours for 4-colour process printing.

Seal: Varnish applied to the printed sheet to be used.

Separations: Series of films (positive or negative) corresponding to each colour to be used.

Serif: Cross-line finish to the strokes of a letter.

Sheet-fed: Printer or press fed with a single sheets of paper, rather than a roll.

Sheetwork: To print each side of the sheet from a separate set of plates, as distinct from work and turn.

Special colour: A printing ink colour mixed specially for a job rather than made out of the process colour set.

Stepcut: Pages trimmed to different heights.

Stet: Proof readers instruction meaning "ignore the marked correction".

Thermography: Litho process in which the ink is heated after printing to produce a raised effect.

Throw-out: A page which folds out of a book or magazine to larger size than the book trim.

Tiff: Computer file format used for colour and mono images and graphics - short for Tagged Image File Format.

Tint: Percentage of a solid colour.

Tip-in: A method of gluing or sticking an insert in a publication.

Tracking: Proportional spacing between letters.

Trapping: Control of overlap where different colours touch or abut. (See Choke)

Transparency: Positive (usually colour) photograph on transparent film for viewing with transmitted light.

Trim marks: Cutting guides marked outside intended print area to establish the final size of the page.

Typeset: Produces by typesetting process, not typewritten or hand-written.

Typography: Defining the form of typeface and style and format of text.

Ultra violet varnish (UV): High gloss varnish dried by exposure to UV light.

Varnish: To apply an oil, water or synthetic varnish to printed matter to enhance appearance. Can be applied to specific areas (spot).

Vignette: A graduated tint.

Wet-proof: Proof produced from final plates on intended paper showing exact colour reproduction.

Widow: A single word carried on from a paragraph which appears in the next column or on the next page.

Work and turn/work and tumble: Printing on both sides of a sheet from a single set of plates.

Wove: Paper with smoother, more uniform finish than laid paper.

Yellow: One of the process colours.